



CALIFORNIA STATE CONTROLLER’S OFFICE

OPEN SPOT EXAMINATION

ACCOUNTING ADMINISTRATOR II

MONTHLY SALARY RANGE \$5393-\$6506

Note: The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

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FINAL FILING DATE

June 18, 2007 is the final filing date. Application (STD. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

INTERVIEW DATE

It is anticipated that interviews will be held during July/August

WHO MAY APPLY

This is an open examination for the State Controller’s Office. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Submit Examination Application (STD. Form 678)

By mail to:
State Controller’s Office
HR-Examinations Unit
P.O. Box 942850
Sacramento, CA 94250-5877
Attn: Dave Spring

OR

In person to:
State Controller’s Office
HR-Examinations Unit
300 Capitol Mall, 6th Floor
Sacramento, CA 95814
Attn: Dave Spring

All applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

NOTE: All applicants must meet the experience requirements for this examination by the *final filing date*.

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement, however the education must be met as indicated below.

Either I

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist/Supervisor).

Or II

Experience: Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator I (Specialist/Supervisor). (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.)

And

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Special Personal Characteristic -- Ability to qualify for a fidelity bond.

THE POSITION

An Accounting Administrator II is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level.

This level, under general direction, either: (1) performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office; or (2) performs as a multisection supervisor in a large-complex accounting office; or (3) performs as a sectional manager in a very large-complex accounting office.

Positions exist with the State Controller's Office in Sacramento.

EXAMINATION INFORMATION

This examination will consist of an Oral Interview weighted 100%. In order to obtain a position on a eligible list, a minimum rating of 70 percent must be attained in the interview.

Qualification Appraisal

SCOPE:

A. Knowledge of:

1. Facilitation, Communication, and public speaking techniques
2. Principles of business and operations management
3. Understanding of IT systems and Project management
4. Governmental Accounting and Budgeting
5. Accounting Principles and Procedures
6. Principles of public finance, business law, and the California organizational Structure and legislative process and related rules and regulations

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

- 7. The Uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations.
- 8. A manager's role in personnel administration
- 9. Understanding of functions of Control Agencies and their inter-relationships With other government entities

B. Ability to:

- 1. Analyze situations accurately and devise an effective course of action in achieving the Goals and objectives of the Department/Divisions
- 2. Make sound decisions and recommendations in regard to budgetary and operational needs
- 3. Direct and approve the preparation of clear, complete, and concise reports and correspondence
- 4. Share the department's Mission, Vision, Goals and Objectives through the usage of leadership skills
- 5. Direct the application of accounting principles and procedures to effectively manage and achieve the goals and Objectives of the Department/Division

C. Skill to:

- 1. Effectively communicate and delegate workload expectations
- 2. Identify critical and sensitive items to inform management and make recommendations
- 3. Analyze data and prepare various reports for management decisions
- 4. Inspire and motivate staff to meet and exceed career and operational expectations
- 5. Review and approve reports and procedures that achieve the goals and objectives of the department/division
- 6. Develop, analyze, and format financial/statistical reports to assist in managing operations.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS AND CAREER POINTS

Veterans' preference credits are not granted in non-entry open examinations

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 322-6203, three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 322-6203, three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto www.sco.ca.gov .

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non disability retirement or removal for cause.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

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